

Sustainable Practices Plan

Progress Report

Home Care Quality Authority

Agency Number 302

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Section 1: Policy Statement and Long-Term Goal Focus

Sustainability policy statement: The Home Care Quality Authority is committed to comply with Executive Order 02-03 to meet current operational needs while utilizing sustainability practices to protect our environment and conserve our nature resources for future generations.

The Home Care Quality Authority recognizes that:

- The natural resources of our state are scarce and precious;
- We have a responsibility to future generations to preserve our environment and natural resources;
- Local decisions have regional and global implications;
- A healthy environment supports healthy citizens;
- Investment in the design phase of any process or product drives sustainable outcomes;
- Collaborative relationships and a collaborative approach support sustainable solutions.

The Home Care Quality Authority was created to improve the quality of long-term in-home care services provided to the state's seniors and persons with disabilities who wish to live independently in their own home through better regulations, higher standards, increased accountability and the enhanced ability of consumers to obtain services.

The Home Care Quality Authority is also dedicated to protecting and improving the quality of our environment and the quality of life for the citizens of Washington State.

Long Range Goals:

- Institutionalize Sustainability as an Agency Value
- Raise Employee Awareness of Sustainable Practices in the Workplace
- Minimize Energy and Water Use
- Shift to Clean Energy for both Facilities and Vehicles
- Shift to Non-toxic, Recycled and Remanufactured Materials in Purchasing and Construction
- Expand Markets for Environmentally Preferable Products and Services
- Reduce or Eliminate Waste as an Inefficient or Improper Use of Resources

Section 2: Reporting on Objectives

The Home Care Quality Authority (HCQA) has been fully staffed with four permanent employees for almost two years, the agency does not have a history to present a strong case for dramatic improvements, but we are committed to sustainability and currently practice the following to recycle and conserve energy:

Recycle:

- We recycle paper and cardboard.
- Because recycling containers were not available in the building we are renting, we purchased aluminum and glass reciprocals and now recycle these items. One of our agency's staff members has volunteered to take the cans and bottles home for recycling.
- We use recycled furniture and office supplies from the Department of Social and Health Services Surplus Warehouse or from other agencies whenever possible.
- We recycle printer cartridges.

Conserve Energy:

- We use energy-efficient computer equipment, including flat-screened monitors.
- We use laptop computers and docking stations so one computer can service two purposes. It can be used as the office computer in the docking station or it can be used separately as a portable laptop. This saves the energy needed for the manufacture by using one piece of equipment instead of two.
- We practice energy conservation by turning off unused lights.
- We purchase bottled water in reusable five gallon jugs instead of purchasing individual bottles of water. This saves the energy that would have been used to manufacture individual plastic bottles and the energy necessary to recycle those bottles.
- We encourage employees to bring their own coffee cups to the coffee shop instead of using a disposable paper cup.
- We encourage teleconferencing whenever possible to conserve on fuel consumption, and to avoid adding to pollution and traffic congestion, and save taxpayer money.
- We purchase recycled printer/copier paper that is 30% (or greater) post consumer fiber.
- We carpool to meetings whenever possible.

Fleets and Transportation:

The Home Care Quality Authority does not have any agency-owned vehicles. We encourage carpooling to meetings, whenever possible. Telecommuting is encouraged whenever it will conserve natural resources and utilize the most efficient use of time.

Two of our Board Members use public transportation (bus and train) to attend our meetings.

Purchase of Goods and Services:

The Home Care Quality Authority uses surplus furniture and office supplies whenever possible. Purchasing priorities include environmentally-friendly products, recycled or remanufactured products, non-toxic, energy-efficient goods, and products that are durable and less likely to end up in landfills.

Paper Consumption:

We purchase recycled printer/copier paper that is 30% (or greater) post consumer fiber. Since the HCQA has only been fully staffed with permanent employees for less than two years, the agency does not have a history to present a reduction in paper usage.

The agency purchased a duplex feature for the agency printer. Staff is encouraged to print all documents (2 or more pages) by using this feature.

Facility Construction, Operation, and Maintenance:

The Home Care Quality Authority currently leases approximately 1600 square feet of office space from the Department of Social and Health Services. We support the energy conservation and maintenance plans that the Department of Social and Health Services has established for the building.

Grounds Maintenance:

The Home Care Quality Authority currently leases approximately 1600 square feet of office space from the Department of Social and Health Services. The landlord for the Department of Social and Health Services maintains the grounds.

Health and Safety Programs:

HCQA has representation on the building Safety Committee which was established to address health and safety issues in and around the office.

The Home Care Quality Authority provides a disaster survival kit to each employee that contains water and emergency food rations for three days and an emergency blanket. The HCQA also has a solar-powered emergency radio and First Aid kit, plus extra supplies to care for other people working in the immediate area who are not HCQA employees.

All employees are shown the emergency exits in the building and instructed on where to meet outside in the case of fire.

To be respectful of the allergies or sensitivities of others, employees are asked to refrain from wearing strong colognes, perfumes, or aftershave lotions.

Section 3. Communication and Education

Email has been utilized for distributing information and education on sustainability. It is being used successfully to send special notices to all employees about what each person can do – for example, recycling and commute trip reduction strategies. Email has also been used to solicit ideas from staff and to distribute educational materials. The HCQA is currently gathering useful information to post on our website and possibly even our newsletter.

Further, the agency Sustainability Coordinator has shared various resources and brochures for employees to take for their home practices, as well as work practices

Section 4. Statewide Performance Measures

Copy Paper Ordered:	30% recycled; 110 reams
Motor Pool Vehicle Miles Traveled:	N/A

Section 5. New or Updated Goals and Objectives

In response to Directive and Executive Order 04-01, the following new long term goals are added to the Sustainability Plan:

- Continue to utilize the agency printer that is capable of making double-sided copies. Set all existing computers/printers to default to double-sided output
- Purchase products that do not contain the toxic flame retardant known as PBDE
- Encourage landlord (of our leased office space) to use low mercury fluorescent lighting and to recycle all lamps and bulbs

Our agency continues to look for more ways to reduce our footprint.